ODP-81-113 29 January 1981

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MEMORANDUM FOR: Deputy Director for Applications, ODP OTS ADP Control Officer OC ADP Control Officer OTE ADP Control Officer Engineering Division, ODP FROM Policy and Plans Group, ODP SUBJECT Excess ADP Equipment The attached Property Turn-In Document (Form 1707) lists ADP equipment excess to an office's needs. If your component has a requirement for any of the equipment, please forward a Speed Letter to ODP Management Staff, Attn: Room 200105, Headquarters by 13 February 1981. The Speed Letter should include the following information from the Form 1707: Turn-In No. (Document Control No.); Item No.; Nomenclature; and A statement of the requirement. 2. Any technical questions about the equipment should be addressed directly to the contact named on the form. you have any questions concerning the reassignment of this equipment, please feel free to call me on 0994-80275-002 and 0994-80275-003 Att: Form 1707; No.'s:

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ODP/MS/RJW:JGS/ )(29Jan81)(excess-adp)

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